

1.0 Election or Appointment of Officers

- 1.1 The Los Rios Community College District Board of Trustees shall hold an annual organizational meeting to elect a president and a vice president from its members and a secretary at the first Board of Trustees meeting in December. (Ed. Code § 72000.)
 - 1.1.1 No officer shall hold consecutive terms.
 - 1.1.2 The President of the Board of Trustees may appoint a parliamentarian.
- 1.2 In a year in which a regular election for Board of Trustee members is conducted, the organizational meeting shall be held on a day within a 15-day period that commences with the date upon which the Board of Trustee member elected at that election takes office. (See Ed. Code, § 5000.) The organizational meeting during non-election years shall be held within the same 15-day period.

2.0 Duties of Officers

2.1 President

- 2.1.1 To preside at all meetings of the Board of Trustees.
- 2.1.2 To appoint or provide for the election of all committees.
- 2.1.3 To call special meetings as required.
- 2.1.4 To perform such other duties as may be prescribed by law or by action of the Board of Trustees.

2.2 Vice-President

- 2.2.1 To preside over Board of Trustee meetings in the absence of the President.
 - 2.2.1.1 In the absence of the Vice-President, Board of Trustee members may elect a president pro tem.

2.3 Secretary to the Board

- 2.3.1 To notify members of the Board of Trustees of all regular, special and adjourned meetings.
- 2.3.2 To attend all Board of Trustee meetings except when the Secretary's status, salary or performance is being discussed.
- 2.3.3 To record the minutes of the meetings of the Board of Trustees and transmit a copy of the minutes of the previous meeting to each member of the Board of Trustees.
- 2.3.4 To have charge of all records, proceedings and documents of the Board of

Trustees

2.4 Parliamentary

2.4.1 To serve as an adviser to the President of the Board of Trustees relative to the interpretation of the rules of order under which meetings of the Board of Trustees are conducted.

2.4.1.1 The President has responsibility for the final ruling; the parliamentarian is advisory only and the ruling is subject to a majority vote of the Board of Trustees.

LRCCD

Policy Adopted: 7/1/64

Policy Revised: 7/1/70; 11/20/74; 5/19/76; 1/14/81; 2/17/82; 4/17/91; 6/4/97; 12/15/10

Policy Reviewed: 12/15/10

Adm. Regulation: None